

STATE OF LOUISIANA
PROCESS FOR PROCUREMENT OF YEAR 2000 CONSULTING SERVICES
OVERVIEW FOR USING YEAR 2000 RFP

1.0 Preface

The process to be followed by state agencies who wish to use it is described and defined in the Year 2000 RFP in great detail. This overview is offered as a summary of what is in that document. The RFP serves as the official source for the process to be followed and participating state agencies are expected to adhere to the process outlined in the RFP.

2.0 Introduction

The Division of Administration recognized that many of the state's computer systems may need to be corrected to properly manage the date changes at the turn of the century to the Year 2000 and beyond. Because of the requirement to acquire quality services in a timely manner and to facilitate the selection process due to the criticality of the Year 2000 issue, the Division of Administration advertised and issued a Request for Proposal(RFP) to select qualified consultants to be available to agencies for Year 2000 remediation services. In November 1997, the Division of Administration issued an RFP requesting proposals from interested firms for the purpose of qualifying consultants to provide services for Year 2000 related government projects in Louisiana state government, thereby creating a list of "Qualified Year 2000 Consultants". To utilize these consultants, agencies must use a two-tiered procurement process as follows:

- A. ***TIER ONE: Qualifying Proposers.*** The purpose of the first tier is to obtain Year 2000 Service Agreements (Y2KSA) from qualified consultants who commit to maximum hourly price quotes for a minimum of one year. *TIER ONE has already been completed by the Division of Administration* and a list of qualified consultants who have entered into a Y2KSA is now available for use by all state government entities. (See Attachment A)
- B. ***TIER TWO: Evaluation and Selection.*** Interested state agencies are responsible for conducting the second tier of the contract process based on the specific requirements for their projects using the evaluation and selection process described in the RFP. The second tier may include: additional price competition (consultants may only quote prices at or below the hourly quotes in their first tier proposals), specific delivery requirements, analysis of the capabilities of consultant companies to provide Year-2000 services suitable to agency environments, and other requirements the Agency may consider necessary to make a well-reasoned choice between consultants. Upon competitive selection of a consultant from TIER TWO, the agency will initiate a Year 2000 Consulting Services Contract with the

selected contractor with specific terms and conditions previously agreed in TIER ONE and a Statement of Work negotiated from agency requirements in TIER TWO and the contractor's proposal. **This contract will require the approval of the Office of Contractual Review (OCR).** Any Year 2000 Consulting Services Contract submitted that substantially deviates from the sample contract negotiated by the Division of Administration under Tier One may require Procurement Support Team (PST) approval prior to execution.

3.0 TIER ONE PROCESS - COMPLETED BY THE DIVISION OF ADMINISTRATION

TIER ONE has been completed and as a result, the following has been accomplished:

1. The list of consultants who have met the mandatory requirements defined in the RFP is available for use by interested agencies and is contained in Attachment A.
2. The proposals submitted by each Qualified Year 2000 consultant is available for use by interested agencies and can be obtained by contacting Assistant Director, Marie Frank with the Office of Contractual Review at 342-7097.
3. Each consultant on the list has signed a Year 2000 Service Agreement with the State. This document essentially establishes the administrative and the contractual terms and conditions for any Year 2000 Consulting Services Contracts that may be initiated by state agencies.
4. Contract terms and conditions from a sample contract have initially been negotiated with each consultant to be completed in Tier Two with the agency-specific requirements and Statement of Work.

4.0 TIER TWO PROCESS - TO BE COMPLETED BY PARTICIPATING STATE AGENCIES

TIER TWO is to be completed by participating state agencies based upon the following steps:

1. *Establish requirements.* Each agency is responsible for establishing, defining, and documenting its agency-specific requirements for Year 2000 consulting services to be used to solicit proposals in accordance with step #5 below. **These requirements must be submitted to OCR and approved prior to obtaining proposals for the Tier Two evaluation.**
2. *Review of Qualified Year 2000 Consultants Proposals.* Agency must contact OCR to schedule an appointment to evaluate the proposals submitted by the Qualified Year 2000 Consultants in TIER ONE above.

3. *Conduct Technical Evaluation.* Agency is to evaluate and score each qualified TIER ONE proposal based on the technical merits of the proposal as it applies to the specific requirements of the evaluating agency (see #1 above). The maximum total points for each qualified proposer is 50 points. **The evaluation worksheet shown in Attachment B must be used.**
4. *Select “Top” Proposers.* Based on the technical score from Attachment B, the agency is to select three or more qualified proposers receiving the highest technical score to be evaluated further in steps #5 through #9 below.
5. *Solicit Proposers’ Cost and Project Plans.* Agency is to provide each “top” Qualified Year 2000 Consultant with a written request (see Attachment C) detailing the agency’s requirements (per #1 above) and a specified due date for providing the following:
 - Cover Letter as described in Section 5.1 of the RFP, and
 - Project Plan as described in Section 5.0 of the RFP, and
 - Maximum cost for performing the Year 2000 Consulting Services specified by agency’s requirements.
6. *Evaluate Project Plan.* Agency will evaluate and score each submitted project plan based on its appropriateness to the agency requirements, its applicability to the agency’s environment, and its effective utilization of contractor and state resources. The agency will evaluate the approach/methodology, workplan, and proposers staffing for each of the top Qualified Year 2000 Consultants for a maximum total points of 50. **The evaluation worksheet shown in Attachment D must be used.**
7. *Evaluate Costs.* Agency will evaluate and score the consultant’s maximum total cost for performing the work specified for the submitted project plan. The total maximum points for lowest cost is 25 points. The cost will be evaluated using the formula specified in Section 6.3.5 of the RFP. **The worksheet shown in Attachment E must be used.**
8. *Calculate Final Consultant Score.* **Agency must use the worksheet shown in Attachment F** to calculate the final scores based on the sum of their Technical Evaluation score, Project Plan score, and Cost score as defined in section 6.3.6 of the RFP.
9. *Announcement of Contractor.* The TIER TWO agency evaluation team will present the results of their respective evaluations to their agency management for selection. The agency will notify the consultant receiving the highest score and proceed to negotiate the Year 2000 Consulting Services Contract and finalize the

Statement of Work. All consultants will be notified in writing of their score.

10. *Initiate Year 2000 Consulting Service Contract.* The Agency will initiate a Year 2000 Consulting Services Contract as follows:

- < Agency prepares the Year 2000 Consulting Services Contract attached to the Y2KSA for the selected proposer, incorporating Agency specific information as necessary. (*Note: as indicated under TIER ONE, the general terms and conditions for all Year 2000 Consulting Services Contracts for each consultant have been previously agreed upon between consultant and State, and are included as an attachment to the Y2KSA*).
- < *Finalize the Statement of Work.* Agency finalizes the Statement of Work (SOW) specifying the details of the work to be performed under the Year 2000 Consulting Services Contract as they were agreed upon by the agency and the top graded consultant. This is incorporated as an attachment to the Year 2000 Consulting Services Contract.
- < *Submit Contract to the Office of Contractual Review for final approval.* The Agency will submit the following to the Office of Contractual Review, Division of Administration:
 - 1) Transmittal Letter stating that the contract is a result of the Year 2000 RFP
 - 2) Original Contract (and one copy) along with Statement of Work
 - 3) Selection memo from the Head of the Using Agency
 - 4) Copies of the letters from #9 of Tier Two process (winner/loser letters)
 - 5) Grading sheets from each of the evaluators
 - 6) Summary of points awarded in both the technical evaluation of all of the Qualified Year 2000 consultants and Tier Two evaluation (Attachment F)
 - 7) Completed Attachments B, D, E
 - 8) Copy of winning proposal
 - 9) Unless these are on file with the Division of Administration, Board Resolution, if corporation
Disclosure of Ownership filed with the Secretary of State's Office, if corporation
Certificate of Authority to do business in La, if out-of-state corporation
 - 10) BA-22 form for current fiscal year
 - 11) All required approvals such as Civil Service or Education governing Boards.

ATTACHMENT A
YEAR 2000 CONSULTING SERVICES RFP
LIST OF QUALIFIED YEAR 2000 CONSULTANTS
As of June 1, 1998

Proposers	Contact	Telephone No.
1 American Management Systems	Abdul Quayyum - 205 S. Fifth St., Room 1020 Springfield, IL 62701	(217) 789-1391
2 Best Computer Consultants, Inc.	Renee A. English - 8595 College Blvd., Suite, 150 Overland Park, KS 66210	(413) 469-8400 Ext 206
3 CACI, Inc.	Raymond L. Rollins - 1100 North Glebe Rd. Arlington, VA 22201	(703) 841-7924
4 CMA Cherbonnier Mayer & Assoc	Dave L. Renoud - 5551 Corporate Blvd., Suite 3L Baton Rouge LA 70810	(504) 927-9200
5 CTA, Inc.	Kevin J. Karton - 6116 Executive Blvd., Suite 800 Rockville, MD 20852	(301) 816-1227
6 Complete Business Solutions	Arvind Malhotra - 32605 West Twelve Mile Road Farmington Hills, MI 48334-3339	(248) 848-2252
7 Computer Enterprises, Inc.	Carla Baverso - 1910 Cochran Road, Suite 230 Pittsburgh, PA 14220	(412) 341-3541
8 COMSYS	Ronald L. Frazier - 1801 Hermitage Blvd., Suite 450 Tallahassee, FL 32308	(904) 386-6016
9 Data Systems Network Corporations	Arthur L. Hill - 2365 Woodlake Drive Okemos, MI 48864	(517) 349-3330
10 Decision Consultants, Inc.	Patrick H. Deutsch - 28411 Northwestern Hwy., Suite 750 Southfield, MI 48034	(248) 262-9005
11 G.E.C.	Dr. Olen Gary - 9357 Interline Avenue Baton Rouge, LA 70809	(504) 927-5588
12 Global Information Resources Corp. (Now known as SVI America Corp.)	Ramon L. Sicam - 6201 Fairview Road, Suite 200 Charlotte, NC 28210	(704) 553-9051
13 Gregory C. Rigamer & Associates	Gregory C. Rigamer - 3230 West Esplanade Avenue Metairie, LA 70002-3499	(504) 836-6166
14 James Martin and Company	Jakki L. Mathis - 3050 Chain Bridge Rd., Suite #600 Fairfax, VA 22030	(703) 934-4518
15 Martec Computer Services, Inc.	William D. Scala - 1420 W. Mockingbird Ln., Suite 285 Dallas, TX 75247	(214) 630-1240
16 PRC Inc. Of Deleware	Dave Whisenant - 12005 Sunrise Valley Drive Reston, VA 20191-3423	(703) 620-8256
17 SCB Computer Technology	Marc E. Gray - 3239 Players Club Parkway Memphis, TN 38125	(901) 748-0551
18 Software Applications, Inc.	John Ed Allen - 1055 N. River Road Denham Springs, LA 70726	(504) 667-0769
19 Software International, Inc.	Michael R. Daniels - 3200 Glenn Royal Rd., Suite 109 Reaigh, NC 27612	(919) 786-1266

Proposers		Contact	Telephone No.
20	Technology Change Management	Dick Carl Hansen - 15823 River Roads Houston, TX 77079	(281) 493-3114
21	Triad Data, Inc.	Eric Brooks - 515 Madison Ave., Suite 1810 New York, NY 11420	(212) 758-1010
22	Viasoft, Inc.	Gregory J. Chevalier - 70 Mansell Court, Suite 210 Rosewell, GA 30076	(800) 583-0440

ATTACHMENT B
YEAR 2000 CONSULTING SERVICES
TIER TWO - TECHNICAL EVALUATION WORKSHEET
As of June 1, 1998

Dept./Agency _____

Date _____

Proposers	Experience	Method- ology	Applica- bility of Tools	References	Total Score
	1 to 20	1 to 15	1 to 10	1 to 5	1 to 50
1 American Management Systems					
2 Best Computer Consultants, Inc.					
3 CACI, Inc.					
4 CMA Cherbonnier Mayer & Assoc					
5 CTA, Inc.					
6 Complete Business Solutions					
7 Computer Enterprises, Inc.					
8 COMSYS					
9 Data Systems Network Corporations					
10 Decision Consultants, Inc.					
11 G.E.C.					
12 Global Information Resources Corp. (Now known as SVI America Corp.)					
13 Gregory C. Rigamer & Associates					
14 James Martin and Company					
15 Martec Computer Services, Inc.					
16 PRC Inc of Delaware					
17 SCB Computer Technology					
18 Software Applications, Inc.					
19 Software International, Inc.					
20 Technology Change Management					
21 Triad Data, Inc.					
21 Viasoft, Inc.					

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 (Reviewer)



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF INFORMATION SERVICES

M. J. "MIKE" FOSTER, JR.
GOVERNOR

MARK C. DRENNEN
COMMISSIONER OF ADMINISTRATION

ATTACHMENT C

**YEAR 2000 CONSULTING SERVICES
SAMPLE LETTER TO "TOP PROPOSERS"**

TO: [NAME AND ADDRESS OF QUALIFIED PROPOSER]

FROM: [NAME OF AGENCY COORDINATOR]
[AGENCY NAME AND ADDRESS]

DATE: [DATE]

SUBJECT: **RFP for Year 2000 Consulting Services - TIER TWO Request for Additional Information**

The State of Louisiana, [AGENCY NAME] is desiring Year 2000 Consulting Services within the provisions of the RFP for Year 2000 Consulting Services and the Year 2000 Service Agreement which your firm has signed. In accordance with the TIER TWO process defined in the RFP, we are providing you with a Statement of Work (SOW), specifying our requirements for Year 2000 Consulting Services. We request that you provide the following by [DATE AND TIME THE RESPONSE IS DUE] at the address specified above:

- (1) Cover Letter on firm's official business letterhead which includes the following statements as described in Section 5.1 of the RFP:
 - a) *[Company name] is submitting the attached "Project Plan" and "Cost Proposal" for Year 2000 Consulting Services for consideration according to the 1) Request for Proposal, dated November 7, 1997 issued by the State of Louisiana, Division of Administration, and 2) the agency specific requirements, dated [date of letter from Agency requesting the Project Plan and Cost Information]" issued by [Agency Name]. "*
 - b) *The attached Project Plan meets all the requirements specified in the agency requirements, except as specified below: [list any limitations, constraints, or qualifications to the requirements of the agency that are implicit in the submitted Project Plan]."*
 - c) *The attached Cost Proposal includes all costs for providing consulting services as proposed in the Project Plan, except as specified below: [list any other costs (e.g. tools or software or equipment implicit in the proposal that Agency must acquire to accomplish the proposed Project Plan. All tools, software or equipment will be procured under separate contract]."*
- (2) Project Plan as described in Section 5.0 of the RFP. The Project Plan should include, the following at a minimum:
 - a) Narrative describing the consulting services to be provided, and any tools, software, equipment, or special resources implicit to the solution, the methodology/approach for completing the project, and other information relevant to the Agency's requirements.

- b) Work Plan reflecting, the primary activities to be performed, the man hours by job classification to be provided, estimated scheduled dates, deliverables, and tools to be used and sample output created during similar projects.
 - c) Resume' of proposer's personnel to be assigned to the project by job classification (e.g., senior programmers, networking specialist). Identify and provide resumes for all subcontractor personnel proposed for the project.
- (3) Total Cost Proposal for performing the Year 2000 Consulting Services specified by #2 above. Total cost to be submitted must be an itemized cost statement showing:
- 1) Classes of man-hours at appropriate hourly rate(s), delineated by deliverables
 - 2) Itemized listing of all other expenses or fees that are expected to be paid by the State
 - 3) Maximum Total Cost for the project

The maximum hourly rates must be based on the rates that do not exceed the consultant's rate agreed on in TIER ONE.

Upon receipt of the requested information, we will conduct the remainder of TIER TWO evaluation and scoring as defined in the RFP:

- 1. Evaluate and score each submitted project plan based on its appropriateness to the performance of the agency requirement, its applicability to the agency's environment, and its effective utilization of contractor and state resources. Project plans will be scored a value between 1 and 25. An unacceptable Project Plan will be grounds for rejection of the entire proposal.
- 2. Evaluate and score the maximum cost for performing the work specified in the submitted Project Plan. The total cost must be inclusive. The score will be based on the lowest submitted costs and will receive a value between 1 and 25.

Each consultant will receive a cost score computed as follows:

$$CS = (LPC/PC) * 25$$

Where: CS = Computed cost score for consultant

LPC = Lowest proposed cost of all consultants in Tier Two process

PC = Consultant's cost

- 3. To calculate the final consultant score, the total scores for the consultants in the Tier Two process will be calculated based on the sum of their Technical Score (from Tier One), Project Plan score, and the Cost score.

When the evaluation and selection process is completed, you will be notified of the results and contract proceedings will begin..

Thank you for your participation in Louisiana's Year 2000 conversion effort.

Attachment

ATTACHMENT D

**YEAR 2000 CONSULTING SERVICES
TIER TWO - PROJECT PLAN SCORING WORKSHEET**

Dept./Agency _____

Date _____

Proposers	Approach/ Methodology	Work Plan	Proposer's Staffing	Project Plan Score * 1-25
1				
2				
3				
4				
5				
6				

* The maximum total points to be awarded for Project Plan is 25 points.

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ATTACHMENT E

**YEAR 2000 CONSULTING SERVICES
TIER TWO - COST SCORING WORKSHEET**

Dept./Agency _____

Date _____

Legend: LPC = Lowest proposed cost of all proposers
PC = Proposer's cost

Proposers	LPC	PC	LPC/PC	Computed Cost Score
				(LPC/PC)*25
1				
2				
3				
4				
5				
6				

* The maximum total points awarded for lowest cost is 25 points.

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ATTACHMENT F

**YEAR 2000 CONSULTING SERVICES
TIER TWO - FINAL EVALUATION WORKSHEET**

Dept./Agency _____

Date _____

Proposers	Technical Score	Project Plan Score	Cost Score	Total Score
	1 to 50	1 to 25	1 to 25	1 to 100
1				
2				
3				
4				
5				
6				

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(Reviewer)

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